

Letter of Recommendation for [Student's Name]

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to recommend [Student's Name] for the internship opportunity at [Company/Organization Name]. As [his/her/their] [teacher/professor/mentor] at [Your Institution/Organization], I have had the pleasure of watching [him/her/them] grow both academically and personally over the past [duration].

[Student's Name] has consistently demonstrated exceptional qualities that make [him/her/them] an ideal candidate for this internship. [He/She/They] possess a strong work ethic, a passion for learning, and the ability to work collaboratively with peers. During [his/her/their] time in my class, [he/she/they] [mention a specific project or achievement].

Moreover, [Student's Name]'s skills in [specific skills relevant to the internship] will undeniably benefit your team. [He/She/They] have shown great enthusiasm in [related experience or coursework] that speaks to [his/her/their] preparedness for the challenges of an internship.

I wholeheartedly endorse [Student's Name] for this opportunity and am confident that [he/she/they] will make a positive contribution to your organization. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

[Your Name]